

14 April 1981

NOTE FOR : Jim McDonald
Director, Logistics

FROM : STAT
Administrative Officer, O/DCI

SUBJECT : DCI Area Representative to the Building Planning
Staff

REFERENCE : DD/A Memorandum 81-0361/3

Jim:

This is to let you know that will be serving
as the DCI Area Representative on the Building Planning Staff.
He is awaiting word on what is required of him and can be con-
tacted at extension

If anything more is required of us, please let me know.



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DD/A 81-0361/3

27 MAR 1981

MEMORANDUM FOR: DCI Administrative Officer

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Planning for a New Building on the Headquarters
Compound

1. I have now discussed with each of the deputy directors the need to get on with the planning for a new building on the Headquarters compound. They all agree.

2. With this in mind I tasked Jim McDonald with defining the initial tasks that need to be accomplished and with defining a structure within which to do so. I am attaching Jim's plan for your review. What we need at this point is for you to identify a full-time, reasonably senior officer to represent the DCI Area in the soon-to-be formed Building Planning Staff. As Jim defines it, your representative will be responsible for gathering, analyzing, and documenting DCI Area requirements for a new building here at Langley. This officer will remain assigned with you.

3. Please provide the name of your designee to Jim McDonald by 17 April 1981 so that we can get on with this important effort.

Max Hugel
Max Hugel

Attachment:
As Stated

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